

The following are the procedures on how applicants should apply for an Administrative Assistance Support position.

How To Apply for the Administrative Assistant Position:

- 1) Applicant logs onto www.serco-na.com
- 2) Click on Careers, found at the top of the screen
- 3) The next screen, click on General Non-technical, this will bring the applicant to the page "Browse Jobs by Category" section
- 4) Scroll down to jobs titled "General Clerk". Select desired location and follow on-line instructions to submit resume.

Point of Contact (POC) for this position is SMSgt Michael J. Gilding, phone (406) 324-3027, email: michael.gilding@mtgrea.anq.af.mil

All resumes will be reviewed, and the candidates contacted to confirm qualifications. The names of the applicants will then be forwarded to their respective [local] Recruiting Office Supervisors office for consideration.

Administrative Specialist

Serco-NA has an immediate opportunity for an Administrative Specialist to join one of the areas most prestigious and best employers. Our firm is currently looking for a professional Administrative Specialist to perform administrative duties located in the Great Falls area.

The successful candidate will provide principal administrative support in a professional environment to Air National Guard Recruiting and Retention Service members. Perform a variety of administrative duties requiring knowledge of Air National Guard regulations, programs, and procedures related to recruiting and retention. Responsibilities include extensive use of computers and other automated office equipment; generate recruiting production reports and other correspondence, forms and awards as required in accordance with Air Force/ANG/NGB regulations and policies.

To qualify candidates must have a high school diploma or equivalent, experience in secretarial, word processing or administrative functions. They must have a demonstrated ability to handle proprietary or sensitive information and to operate effectively under deadlines with tact and diplomacy. They must have strong interpersonal skills with ability to communicate effectively orally and in writing with all levels of employees. A demonstrated proficiency in use of various software packages to include word processing and spreadsheet, experience with other automated systems e.g. Microsoft Outlook or other electronic mail system, a National Agency Check and drug screen are required.

Serco-NA offers a unique professional environment and an excellent compensation package. For employment consideration, submit your resume online at www.serco-na.com, click on the careers tab and under General Non-Technical positions, and locate job # 0507176. EOE/AA. **Job opened until filled.**